![Te Tāhuhu o te Mātauranga — Ministry of Education]

Adding salary assessment permissions to an Education Sector Logon (ESL)

To review or verify online salary assessment applications on behalf of your school, users must:

- have the new role permission of **Te Puna Ohumahi Mātauranga | Education Workforce** added to their Education Sector Logon (ESL); and then,
- be added as a **Taku Authorised Payroll User**.

Adding the permissions

1. Log in to ESL here: https://identity.education.govt.nz/ui/selfservice/home
2. Use the **search users** screen to find the user who needs the salary assessment permissions. Click on their name to view their account details.
3. From the **User account details** screen, select **Edit roles and organisations**.
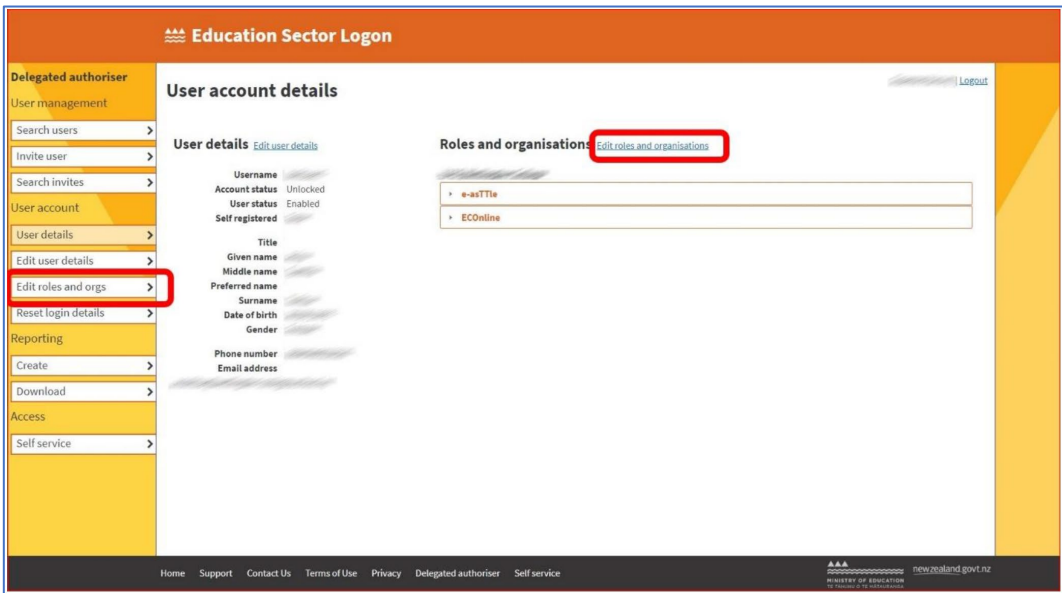
4. From **Edit roles and organisations**, select **Te Puna Ohumahi Mātauranga | Education Workforce**.
5. Check the **Taku Authorised Payroll User** checkbox.
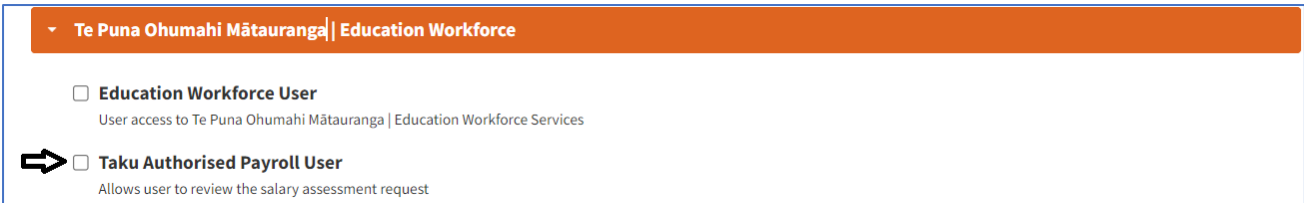
6. Click **update** at the bottom of the page to confirm the permissions.
7. For their permissions to be updated, the user must log out of ESL, restart their internet browser, and then log in to ESL.

Important notes

- The ESL user's evidence of identity (EOI) date must be valid to add permissions to their ESL account. An invalid EOI will display as blank or as a default (01/01/1900).
- The education sector applications available to users will vary depending on their organisation type.
- Please note, it is the ESL delegated authoriser's responsibility that all employees only have access to the ESL permissions required for their role.

For further assistance with your ESL, email service.desk@education.govt.nz
or phone 0800 422 599.